

BID #12299
CITY OF LITTLE ROCK, ARKANSAS
REQUEST FOR QUALIFICATIONS
2013 TARGETED NEIGHBORHOOD
AFTERSCHOOL/OUT-OF-SCHOOL TIME PROGRAMS
FOR LITTLE ROCK YOUTH AGES 6-17 AND 12-17
GENERAL

In September of 2011, the citizens of Little Rock passed a sales tax that provided new revenue for programs to be administered by the Department of Community Programs. These programs and services serve the children, youth, and families of Little Rock in keeping with the public safety and quality of life goals of the City of Little Rock Board of Directors. Programs provide prevention and intervention services for children and youth during after school and out of school time as well as other geographically, demographically, and specifically targeted populations. The Department of Community Programs has responsibility for all phases of the issuance of Requests for qualifications (RFQ) related to prevention and intervention services.

PROJECT INTENT

The City of Little Rock, Department of Community Programs is seeking professionals with expertise in the planning and delivery of afterschool/out-of-school time programs, and knowledge of various models of prevention programs. Services will be provided to youth ages 6-11, and 12-17 in Little Rock, Arkansas, **in** a facility physically located in target neighborhood. Service providers must deliver a variety of programs and services to improve the quality of life for Little Rock youth. Qualified and appropriately credentialed professionals are invited to submit a proposal expressing interest in providing such services to the City in accordance with the terms and conditions outlined herein. Respondents must not include price terms or any mention of funds. Price terms will be negotiated once the most qualified have been approved by the Little Rock Board of Directors.

The intent of this submission is to identify organizations with proven expertise in delivering youth development programs and services, and exhibit a willingness to cooperate in technical assistance designed to implement best practices endorsed by the City of Little Rock. Services are to be delivered throughout the **school year and all out-of-school times (e.g., school holidays, teacher training days, Spring break, Summer vacation, all holiday breaks)** in targeted neighborhoods to youth at the greatest risk of involvement in negative activities; and, would have difficulty being able to pay for such services.

Programs must provide the **Five Critical Areas of Youth Programming:**

1. Opportunities for caring, consistent relationships with responsible adults in their families in the broader community;
2. Opportunities for positive social and recreational activities with peers and family;

3. Opportunities to make positive contributions to their family, their neighborhood, and their community and to feel valued for their contributions;
4. Opportunities to learn and test new skills through participation in a wide range of social, cultural, educational, service, and employability activities; and,
5. Opportunities to assist in the design and implementation of programs and services in which they participate.

SCOPE OF SERVICES

The list is not intended to be all-inclusive as unanticipated situations may require additional programming for targeted Neighborhood-based/Out-of-school time programs:

1. Descriptions of program areas; and, statement of research basis.
2. After-school/out-of-school program participants in specific target neighborhood.
3. Specific programming and services during after-school and out-of-school time periods.
4. Pre-/post-assessment process, instrument to be used in this project.
5. Progress monitoring, and outcome assessments that are valid and reliable.
6. Application and enrollment process.
7. Technical assistance provided to program staff.
8. Outreach, and engagement of youth participants to be served.
9. Align schedules to include time slots for all Citywide enhancement programs available through the Department of Community Programs.

QUALIFICATIONS

Respondents to this RFQ will provide information in the following order regarding qualifications and characteristics of their organization:

1. Provide detailed descriptions of two similar projects for which the organization has provided services. These references should be selected to demonstrate experience in a local urban community environment with populations that can be expected in serving the City of Little Rock. Names, addresses, and phone numbers of contact persons with these organizations must be provided as number of contact persons within these organizations must be provided as references.
2. Describe the history and experience of the organization. Describe your overall experience with the provision of neighborhood-based after-school/out-of-school time programs.
3. Provide the name, qualification profile, and resumes for all individuals who will work directly with the Department of Community Programs and the provider programs. Clearly identify who will be your team leader, and what the role of each participating individual will be relative to this project.
4. Provide detailed information on how participant progress through program components will be monitored; and follow-through process (e.g., parents, teachers, counselors, etc.).

MINORITY BUSINESS ENTERPRISE (MBE)

The City of Little Rock encourages participation of small, minority, and women owned business

enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

SELECTION PROCESS

After the Review Committee evaluates the response to this Request for qualifications, proposals will be ranked according to qualifications. Verbal presentation to the committee may or may not be requested.

RIGHT OF REJECTION

The City of Little Rock reserves the right to reject any or all proposals for any reason, to waive technicalities or informalities and accept any proposal deemed to be in the best interest of the City.

SUBMISSION OF QUALIFICATIONS

Respondents will be expected to prepare their response in accordance with the four sections listed in the above **“Qualifications”** section, in **a maximum 10 pages.** Please submit original (clearly marked “Original”) qualifications, plus eight (8) copies of your qualifications to:

Jerry Paul, Purchasing Director
City of Little Rock
500 West Markham, Room 300
Little Rock, AR 72201

Qualifications must be submitted by 4:00 p.m. on Friday, December 14, 2012.

QUESTIONS

Questions must be submitted in writing via email, by 5:00 p.m., Friday, November 30, 2012 to: Barbara Osborne, email Bosborne@littlerock.org.